

## **REEF Operations Manager**

Reef Environmental Education Foundation (REEF), a non-profit, marine conservation organization with citizen science, education, and research programs, is seeking to hire a full time Operations Manager to support educational programming and general operations of the REEF Campus in Key Largo, FL. The REEF Campus, with an Interpretive Center and nature trails, serves as an educational center for visitors and groups. It is also the Headquarters for supporting a membership of over 70,000 engaging in REEF's international programs. REEF maintains a physical and online store of field supplies, reference ID books, REEF gear, and novelty items.

### **Position Overview**

The Operations Manager supports critical project and facility management related to REEF's day-to-day business functions. The position helps develop, implement, and refine processes for an efficient and uniformly excellent experience for the staff team and members across the organization. They are mission-driven and action-oriented. They love to get involved, and work as part of a team to support a variety of marine conservation research, education, and outreach programs. They are detail-oriented, organized, thrive on variety and take initiative to ensure projects are managed effectively. The Operations Manager will report to the Director of Operations, and will work closely with all REEF team members. It is anticipated that the position duties will be split between office management (70%) and education/events (30%).

### **Position Description and Responsibilities**

Priority tasks and duties will include, but may not be limited to, the following responsibilities:

- Maintain financial records and paperwork, coordinate with staff to ensure accurate accounting information is provided to the bookkeeper, and assist staff with grant paperwork and reporting.
- Oversee and manage all aspects of the REEF Store, including payments, packing, and shipping for online and in store orders, inventory tracking, maintaining the online store webpages, and overall customer service.
- Oversee the general working environment of the REEF Headquarters office facility and coordinate property management and maintenance of the REEF Campus.
- Maintain necessary database records, files, reports, and resource materials pertinent to donors and gifts, and process donor acknowledgment letters and phone calls.
- Assist with the scheduling of outreach and social events at the REEF Campus and with the coordination of REEF's annual REEF Fest event in Key Largo.
- Assist with the coordination and booking logistics of REEF's Explorers education programs, including informal education programs and summer camps.
- Support and facilitate educational programming including REEF's Marine Conservation Internship, Ocean Explorers Summer Camp and classroom programs, and field courses.

## **Qualifications**

Bachelors or higher degree, and work experience in non-profit organizations, office settings, and/or retail management. Proficiency with desktop computers and office software, as well as excellent written and oral communication skills are required. Highly positive attitude and aptitude for working as a self-starter in a fast-paced, non-profit organization is a must. The successful applicant will need to be detail-orientated with strong organizational skills, and be able to work in a diverse and collaborative team across multiple disciplines. A strong interest in ocean life, marine conservation, citizen science, and diving a plus.

## **Position Term, Compensation, Work Environment**

This is a full-time position with a salary commensurate with experience. Benefits include health insurance, accrued paid time off (PTO), option for flex-time work weeks, and 7 paid holiday days per year. U.S. and international travel may be required, as well as some weekend, holiday, and after-hours work. The position will be based at REEF's Key Largo, Florida Campus.

## **How to Apply**

Interested candidates should submit a cover letter and resume as one integrated PDF document to Martha Klitzkie, Director of Operations, [martha@REEF.org](mailto:martha@REEF.org) –with “REEF OPERATIONS MANAGER” in the subject line of the email. Position will remain open until filled. Immediate start date is desired.

## **Organization Background**

REEF conserves marine environments worldwide. Our mission is to protect biodiversity and ocean life by actively engaging and inspiring the public through citizen science, education, and partnerships with the scientific community. REEF programs include marine life education, field research, and one of the largest citizen science programs in the world through unique partnerships with private, governmental, scientific, and educational sectors. REEF's programs directly benefit and help to protect marine life worldwide.

REEF was founded in 1990 as a way to educate scuba divers and snorkelers in marine life identification and to utilize their marine life sightings. Patterned after the successful Audubon and Cornell birding programs, REEF has grown into a 70,000 plus member organization with programs in place globally. Primary among these programs is the Volunteer Fish Survey Project, enabling marine enthusiasts to conduct surveys and submit sightings data from oceans world-wide. Data are managed by REEF staff and made available to researchers, scientists, managers, and the public free of charge via REEF's online database at [www.REEF.org](http://www.REEF.org). To date more than 225,000 marine life surveys have been submitted.

In addition to the Volunteer Fish Survey Project, REEF maintains a large and active diver education program with standardized course materials for each of its survey regions. Strong partnerships within the diving industry and effective outreach provide opportunities for thousands of divers to learn about marine life and take part in surveying activities throughout the year. REEF manages the July-long Great Annual Fish Count; the Grouper Moon Project – researching grouper spawning aggregations; the Exotic Species Program – tracking the impact and control of non-native marine fish species, particularly the human-induced invasion of Indo-Pacific lionfish into the Tropical West Atlantic; Special Projects –

assessing fish population changes in and around marine reserves and on and around newly developed artificial reefs; printed and e-newsletter communications; and, numerous field survey and data gathering expeditions. REEF maintains strong partnerships with federal, state, and local government agencies as well as other US based and international agencies, NGOs, and business entities.

REEF is an Equal Employment Opportunity Employer